



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
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JAMES V. PERDUE
COMMISSIONER

ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: MH Specialist II **NUMBER:** 16-39
JOB CODE: A6000 **DATE:** 11/18/16
SALARY RANGE: 74 (\$39,290.40 - \$59,517.60) **PCQ#:** 8813380
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, Alabama 36130-1410

MINIMUM QUALIFICATIONS: Master's degree in a human service field, plus experience (24 months or more) in facilitating, planning, and monitoring community substance abuse service provision work initiatives in either a community or mental health setting.

OR

Bachelor's degree in a human service field, plus considerable experience (48 months or more) in facilitating, planning, and monitoring community substance abuse service provision work initiatives in either a community or mental health setting.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs

KIND OF WORK: This is professional work in providing facilitation, planning, and monitoring community substance abuse service provision work initiatives within the State of Alabama to fulfill the responsibilities of the Division of Mental Health and substance Abuse, Office of Prevention deliverables. Duties include: coordinating and collaborating with community partners and providers; assisting with statistical analysis and obtaining updated data in epidemiology profiles; assisting with implementation of the Office of Prevention goals and deliverables; performing prevention provider agency certification visits and preparing reports of findings from certification reviews and make recommendations regarding the level of certification; provide administrative support to Prevention Services including maintenance of membership list, scheduling meetings, coordinating logistics for meetings, taking minutes for meetings, preparing, and distributing timely notifications; perform administrative review of prevention plans and provider budgets to include provision of training and technical assistance to providers; assist with implementation of prevention goals and objectives in MHSA's plan for substance abuse prevention services; assist with State Prevention Advisory Board to include strategic planning and coalition development; provide technical assistance to providers in complying with the Substance Abuse Services Administrative Code; assist in preparation of SPF SIG strategic plans as well as training and technical

assistance; develop and facilitate local, county, and state-level presentations for the Alabama Alcohol and Drug Abuse Association, Alabama School of Alcohol and other Drug Studies, and Community Mental Health Boards Conference; assist with workforce development through coordination and oversight of fellows and interns; responsible for SYNAR electronic submission from the Department of Public Health; review and provide proper follow-up on all applications for program certification and provider action plans; maintains effective communication with provider agencies on behalf of MHSA regarding certification issues; performs prevention provider agency monitoring visits and technical assistance; participate in trainings, webinars and conference calls related to the SAPTBG; participate in conferences, trainings, webinars, meetings, developing and delivering presentations to SPF SIG recipients and other interested stakeholders. Provides research prevention related issues as directed by the Prevention Services Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of evidence based principles and practices relative to substance abuse prevention services. Knowledge of strategies needed to create an effective, statewide, coordinated risk and protective approach to substance abuse prevention. Knowledge of SAMHSA's SPF SIG guidelines. Knowledge of federal and state laws, rules, regulations, and procedures. Knowledge of confidentiality, privacy, and other client rights issues. Ability to express ideas clearly and in a concise manner, both orally and in writing. Ability to plan, organize, and monitor work activities to achieve established goals. Ability to manage multiple projects simultaneously. Ability to develop short and long range plans and objectives. Ability to provide effective training and technical assistance. Ability to utilize personal computer, internet resources and software programs. Ability to establish and maintain effective working relationships with the Alabama Department of Mental Health staff, community providers, coalitions, stakeholders, and the general public.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: December 2, 2016